

Professional and Managerial Branch  
Water Utilities Administration Group  
Water Systems Series

WATER SUPPLY MANAGER

04/03 (AM)

**General Purpose**

Under general direction, manage the operation and maintenance of ground and surface water supply, production, treatment, and purification facilities through subordinate supervisors.

**Typical Duties**

Organize, implement, coordinate, and control production activities associated with water treatment and purification facilities, wells, storage, boosting, and digital control and metering devices. Involves: Direct water production to maintain adequate levels in distribution system reservoirs. Direct research to improve water treatment techniques and methods, equipment and supplies. Maintain mandated water treatment techniques and methods, equipment and supplies. Maintain mandated water treatment operation records. Ensure standards and requirements compliance with Federal, State and other agencies such as Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA)

Assist with Water Systems Division administrative or other functions. Involves: Participate in preparation of annual budget and long range capital improvement program for water production and treatment facilities. Maintain records. Inform management of operation of Water Supply Division. Investigate and resolve water quality complaints. Requisition personnel, supplies, materials and equipment. Review plans and specifications of treatment plants, reservoirs and pump stations to ensure compliance with operational needs. Serve as water utility project manager as assigned and collaborate with engineering staff on projects managed by Engineering. Give talks on utility's operation to civic organizations. Conduct tours and explain facility operation.

Supervise supervisory and non-supervisory, professional, and general services personnel as assigned. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work of staff for all shifts and locations. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Recommend leave approvals. Initiate grievance resolution and disciplinary processes. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform miscellaneous related managerial and administrative duties as required. Involves: Substitute for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services as qualified. Conduct special studies. Serve on ad hoc committees or represent the City at various conferences and meetings as instructed. Prepare and present special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives. Maintain awareness of profession and technological trends and developments.

**Knowledge, Abilities and Skills**

- Comprehensive knowledge of water treatment methods, practices and procedures.
- Comprehensive knowledge of engineering and chemical aspects of water treatment plant facilities design.
- Comprehensive knowledge of Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) water treatment standards and requirement.
- Considerable knowledge of water treatment chemistry and quality control.
- Considerable knowledge of administrative managerial practices and procedures.
- Considerable knowledge of safe working practices and procedures.
- Ability to interpret plans and designs and identify defects.
- Ability to ability to train and instruct employees.
- Ability to firmly and impartially exercise supervisory authority and enforce established rules and regulations.
- Ability to enforce safety working practices and procedures.

- Ability to establish and maintain effective relationships with fellow employees, officials and the public.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to make sound decisions.
- Ability to maintain files and prepare reports.
- Skill in the safe operation and care of personal computer or network workstation, including computer-aided drafting and design (CADD) software.
- Skill in the safe operation and care of a motor vehicle.

***Other Job Characteristics***

- Frequent work in a field environment which includes traversing uneven terrain to inspect work in progress.
- Frequent driving through City traffic.
- Occasional exposure to adverse weather conditions.

***Minimum Qualifications***

Training and Experience: Equivalent to a combination of an accredited Bachelor's Degree in Civil or Sanitary Engineering or closely related field, plus eight (8) years of progressively responsible professional experience in design, construction or operation of water or wastewater utility facilities, including four (4) years in a progressively responsible supervisory capacity, and two (2) years as a registered professional engineer..

Licenses and Certificates: Must possess "A" certificate of competency in Water issued by Texas Commission on Environmental Quality (TCEQ) or a Texas Professional Engineer License or a state having a reciprocal agreement at time of appointment. Registration as Professional Engineer in Texas required within one (1) year of appointment. Texas Class "C" Driver's license or equivalent from another state.

Special Requirements: Subject to on-call during non-working hours and mandatory recall during periods of water utility emergency operations

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Human Resources Director

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Department Head